

CANADIAN PACIFIC RAILWAY COMPANY

OFFICE OF THE GENERAL MANAGER

EASTERN LINES

CIRCULAR No. 9

COURSE OF INSTRUCTION

FOR

TRANSPORTATION STUDENTS

APRIL 7th, 1914

CANADIAN PACIFIC RAILWAY COMPANY

Office of the General Manager

EASTERN LINES

MONTREAL, April 7th, 1914

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With a view to giving the Students in the Transportation Course of McGill University the best possible experience during the periods of practical training, the following programme of work has been arranged :—

First Year (Vacation). **3** Three months as a Special Apprentice at the Angus Shops.

Second Year (Vacation). **4** Three months as a Special Apprentice at a Round-house.

Third Year (Vacation). **3½** Three months in Road Service as an Extra Brake-man.

After Graduation. **4** Three months in Station Service,

3 Two months in Stores Department,

3 Three months in Master Mechanic's Service,
Three months in Accounting Department,

3 Three months on Track Work,

Two months in Car Department,

Three months in Yard Office,

Five months in Superintendent's Office.

Class of Work to be given Student in each Course.

First Year
(Vacation).
Special
Apprentice at
Angus Shops. 1st month in Erecting Shop,
2nd month in Frog and Switch Shops,
3rd month on Air Brake and Finishing Locomo-
tives.

Second Year
(Vacation).
Special
Apprentice at
a Roundhouse. 3 weeks with Hostler—Outside and Inside,
2 " " Boiler Gang,
3 " " Specialists in Roundhouse,
2 " " Fitters' Helpers and Engine Trim-
mers,

Balance of time in Locomotive Foreman's Office.

Third Year
(Vacation)
Extra Brake-
man. 10 weeks in Way Freight service on a single-track
subdivision where traffic is fairly dense.

Balance of time in Through Freight service on a
single-track subdivision where traffic is heavy.

In event of Student choosing to fire, he will be
placed on a busy single-track subdivision.

After
Graduation.

Station Service. Student to be placed at some small station, pre-
May, June and ferably at an interchange junction point, in
July. order that he may get a general knowledge
of the office, shed and platform work.

Stores
Department.
August and
September. One month at Angus Stores, shipping material,
receiving material, passing invoices, entering
order book, packing material, making orders
on shops, taking stock, way-billing material
and handling correspondence.

One month in Stores at a divisional point, shipping
material, receiving material, passing invoices,
entering order book, packing material, making
orders on shops, taking stock, way-billing
material and handling correspondence.

Master Mechanic's Service.
October, November and
December.

Accounting
Department.
January,
February and
March.

To be used making investigation of reports on fuel consumption, engine failures, condition of engines, roundhouse operations, etc.

First Month.—Standard method of payroll checking, and of preparing same, with instructions as to various procedures they are put through before being handed Paymaster for payment; distribution of payroll items to various accounts according to classification, and posting in Register of Expenditure.

Vouchers.—Explanation of different kinds of vouchers with reasons therefor, with method of checking pay vouchers and listing and posting in Voucher Index and Register of Expenditure.

Material Reports.—Rails, Fastenings, Ties and B. & B. Reports, with method of distribution of charges for material reported used, shipped, received and released, and explanation of Stock Accounts.

Purchasing Department and Stores Department Invoices.—Method of record and distribution of charges thereon.

Assist in closing out Register of Expenditure figures and preparing latter for balance sheet; assist in preparing Personal and Departmental Bills, and record of charges to appropriation work.

Balance of month on Timekeeping.

Second Month.—To be kept on Timekeeping until books closed and distribution made, then to be put on Register of Expenditure and remain until balance sheet finished, keeping in touch

with material reports; make appropriation expenditure report; assist in preparing comparative report Form 695; balance of month going over charges in transit (stock and other).

Third Month.—Pay Rolls—General work, including correspondence, keeping in sight correspondence relating thereto, and scrutiny of previous year's figures.

Vouchers.—General work, seeing that regular monthly accounts are in, and providing for accounts due but not yet rendered; preparing comparative pay roll figures Form 235A with explanation; going into causes of increases or decreases; assist generally on Material Reports, Register of Expenditure, and all comparative statements, the latter to have preference so as to learn the causes of variations in expenditure.

Track Work.
April, May
and June.

Two months shimming, ditching, renewing ties, tamping, surfacing, gauging, lining track, etc.

One month with Track Supervisor.

Car
Department.
July and
August.

Two weeks with Air Brake Instruction Car—half the time to be spent in the car and half the time with Local Inspector.

Four weeks at an interchange inspection point.

Balance at an originating passenger terminal, one week of which inspection on car cleaning, and balance inspection on Safety and Repairs.

Yard Office.
September,
October and
November.

Inside, Car Records,
Outside, Car Checking,
Ordering Trains,
Compiling Reports,
Enquiry Desk.

Superinten-
dent's Office.
December,
January,
February,
March and
April.

First month on Maintenance of Way matters,

Second month with Chief Train Despatcher in
connection with Car Distribution, Compila-
tion of Reports, etc.,

Third month on Casualty work and Train Reports,

Fourth month on General Office work,

Fifth month to be used by the Assistant Superin-
tendent in outside work.

GENERAL REGULATIONS

1. Students must be given instruction in the order prescribed for each course.
2. On request, Students are to be allowed to accompany auxiliary trains.
3. Each Student is required to make a weekly report of work done, the same to be sent to the officer under whom he is working, who will certify and forward it to Mr. W. A. Goodfellow of the Office of the Assistant General Manager, Montreal.
4. Each Student is required to prepare at the end of each month a memorandum of his time, forwarding the same to the officer under whom he is employed, who in turn will certify to its correctness and forward to Mr. Goodfellow. In the case of a Student's transfer from one point to another before the end of the month, a separate memorandum of his time at the point from which he is being transferred should also be made out and handled similarly to memorandum he sends in at the end of each month.
5. It will be noted that the duties to be performed by Transportation Students have been carefully outlined and must be strictly followed, unless specific authority to the contrary is received from the Assistant General Manager.

It is to be hoped that all officers and employees coming in contact with Transportation Students will appreciate that the Com-

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EASTERN LINES.

Canadian
Pamphlet

Circular

pany has adopted this means of specially training men for its service, and I confidently expect that our officers and employees will, in every way they can, assist Students in performing the work outlined for them.

RATES OF PAY

First year..... 13 cents per hour.
Second year..... 15 cents per hour.
Third year..... \$40 per month, or 18
cents per hour.
Fourth year..... \$50 per month.
Fifth year..... \$60 per month.

A. D. MacTier

General Manager.